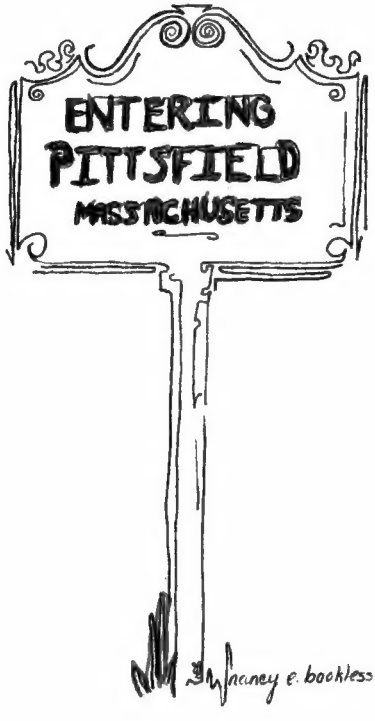
CWN

PITTSFIELD
MASSACHUSETTS

KNOW YOUR CITY



League of Women Voters of Central Berkshire

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KNOW YOUR CITY

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League of Women Voters of Central Berkshire

1969

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The League of Women Voters, established in 1920,
is a national, nonpartisan organization
whose purpose is to promote political responsibility
through informed and active participation
by citizens in government.
Membership is open to all women
who are citizens and over 21 years of age.

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PREFACE

As you travel Route 7 from the bustling, commercial area at the southern end of Pittsfield to the quiet of Pontoosuc Lake in the north, you quickly sense that Pittsfield is a distinct community with a character all its own. With 56,204 residents spread over 42.43 square miles, Pittsfield contains a heterogeneous mixture of people. Each year people move in and out of town, and changes seem to be coming more and more rapidly. In such a community one might well ask, "Is it worth getting involved in city affairs? If I do, who will listen?"

We hope this book will persuade many of you—whether newcomers or long-time residents—to become involved. For Pittsfield is a city that relies heavily on citizen participation; it's a city where your voice can have an impact. Most city government meetings are open. Your views can be brought to the attention of the press. Public officials will answer your letters, and a phone call can precipitate action.

Your participation is important to the city and to you. To you because every new rule, regulation, and change affects you. And you're affected almost daily—whether it's hunting for a parking space, worrying about your neighbor's drainage, or questioning the size of Johnny's kindergarten class. You may be pleased, irked, or frustrated. But if you don't know who is running the city, you don't know whom to praise, whom to blame, or how to bring about a change. The League hopes this book will contribute to a better understanding of the mechanics of our local government and serve as a guide for your active participation in it.

In preparing this book it was originally intended that this was to be an in-depth study. We soon discovered that a study of this magnitude would be impossible if we were to distribute it without cost. While we have not included every department and agency specifically, we have attempted to present as complete a picture as possible with the limited space available.

Our thanks to the many city officials and private citizens who have shared their knowledge with us. A special thanks is due to Crane & Co. for their contribution of the paper for this book and to General Electric Co. and the Kiwanis Club of Pittsfield for their financial support. We are grateful to the following local banks for the map that has been prepared for this book: Berkshire Bank & Trust Co., Berkshire County Savings Bank, City Savings Bank of Pittsfield, First Agricultural National Bank, Pittsfield Co-operative Bank, Pittsfield National Bank, and Union Federal Savings & Loan Association.

It is particularly appropriate that this book appear this year—the year of the League of Women Voters' Fiftieth Anniversary. We have enjoyed the support of the community for many years and are pleased to offer this book as an expression of our appreciation.

I. The Pittsfield Community

Pittsfield, or Pontoosuc Plantation, was first incorporated in 1753, after earlier attempts had failed because of Indian warfare and wilderness hardships. The first town meeting was held on August 12, 1753. The area was a prosperous agricultural one where textile and paper manufacturing soon developed, adding a new dimension to the economy. In 1761 the town was re-incorporated as Pittsfield in honor of Sir William Pitt, the British statesman.

Pittsfield's natural setting at 1,300 feet above sea level and its five lovely lakes and surrounding hills provide a perfect setting for both the vigorous sports enthusiast and those desirous of simply enjoying the beauty of the area.

As the county seat of Berkshire County, Pittsfield is the governmental, trading, industrial, financial, and cultural capital of the region. The population of the county in 1965 was 145,597, and the city count in 1967 was 56,204. Pittsfield's growth has been gradual except from 1907 to the mid-twenties when the population doubled. It was at this time that the Stanley Electric Company was purchased by the General Electric Company, and employment opportunities increased.

Eighteen products of the standard industrial classification code are manufactured in Berkshire County: ordnance and accessories; textile mill products, apparel, and related products; lumber and wood (except furniture); paper and allied products; printing, publishing, and allied industries; chemicals and allied products; rubber and miscellaneous plastics products; stone, clay, and glass products; primary metal industries; fabricated metal products (except ordnance, machinery, and transportation equipment); machinery (except electrical); electrical machinery, equipment, and supplies; professional, scientific, and controlling instruments; photographic and optical goods; watches and clocks; miscellaneous manufacturing industries; utilities; and insurance companies (Berkshire founded).

Pittsfield companies employing over 100 persons are: General Electric (11,000), Eaton Paper Company (799), A. H. Rice Company (330), Eagle Publishing Company (150), Kelly Hardwood Corporation (117), Ken-Whitmore, Inc. (115). Stratton Coat Company employs 97. The home offices of Berkshire Life Insurance Company (280) and Berkshire Mutual Insurance Company (35) are also in Pittsfield.

A total of 40 manufacturers have offices or plants within the city limits. In addition to those listed above, three employ over 50, seven employ over 25, and eighteen employ under 19. The government mill of the Crane Paper Company is located within the city limits.

Residents benefit from the services of seven banks, many having branch offices at various locations. One daily newspaper, *The Berkshire Eagle* and

an Italian weekly, *Il Corriere del Berkshire*, serve the city, as do two radio stations, WBEC (AM)—1420 and WBRK (AM-FM)—1340, and one FM station, WQRB—105.5, affiliated with WBEC. Cable TV with some live programming is viewed on local channel 2. Transportation needs are met by one airline, Executive-Yankee Airlines, two railroads, and several bus companies.

The arts are well represented in Pittsfield and Berkshire County. There are the Berkshire Music Festival at Tanglewood in Lenox, Jacob's Pillow Dance Festival, Inc., in Becket, Berkshire Theater Festival in Stockbridge, Williamstown Summer Theatre, Inc., and in Pittsfield the Berkshire Children's Theatre and South Mountain Chamber Concerts. More and more art galleries, musical centers, and coffee houses open each summer. Permanent art collections are at the Sterling and Francine Clark Art Institute in Williamstown and The Berkshire Museum, Pittsfield. Year-round programs are sponsored in the city by the Berkshire Museum. Berkshire Athenaeum (local public library), and Berkshire Lyric Theatre. Pittsfield Town Players is one of the oldest little theatre groups in the country. Additional points of particular interest in Pittsfield are Goodrich House, devoted to local history (open summers only), Arrowhead which was Herman Melville's house (not open to the public), The Berkshire Museum, and Hancock Shaker Village. All major fraternal orders are represented, as well as many ethnic societies, veterans groups, and political clubs.

Pittsfield residents support approximately 47 churches: Protestant, Roman Catholic, Greek Orthodox, and Liberal-Reform, Conservative, and Orthodox Synagogues. The Pittsfield Area Council of Churches coordinates some activities of the Protestant churches and sponsors the Christian Center. A list of worship services is published each Saturday in *The Berkshire Eagle*.

Pittsfield supports the United Community Services of Pittsfield (UCS) through which 24 public and private service organizations receive financial assistance to further health, recreation, and welfare needs of all citizens. The United Fund Drive is conducted each fall and, generally, exceeds its goal.

II. Structures and Functions of Government

The City Charter

In Massachusetts local units of government are divided according to classes, based on population; there are cities, towns, and special units. A town may petition the legislature for permission to become a city when its population exceeds 12,000. Pittsfield is a city of 56,204 covering an area of 42.43 square miles in central Berkshire County.

Local governments are responsible for fiscal and municipal affairs. Limitations have been placed by the General Court of Massachusetts on local governments in the past. With the passage of the home rule amendment to the constitution in 1966, however, the rules have changed. So far, a special commission established to ascertain the extent of these changes has not finished its work. It is expected that local governments may acquire some additional prerogatives.

Pittsfield is presently governed under the authority of a charter granted by the General Court in 1932 and amended in 1933, 1954, 1958, and 1965. Generally, a city can adopt a new charter when the electorate approves of one of five different standard forms of charter (A, B, C, D, or F) at a city election. Pittsfield's charter is not one of the standard types, and, therefore, a special act of the legislature was required before it was placed on the ballot for approval by the voters.

Major revisions of Pittsfield's charter or the adoption of a new charter may now be initiated by a petition signed by 15 percent of the registered voters in Pittsfield, certified by the board of registrars, and presented to the city council. This body then submits the question to the entire electorate, which must agree to the revision and at the same time elect a nine-member charter commission. The charter commission is required to report to the city council within ten months. The revision is then presented to the electorate for its approval at the next election.

Minor amendments to the charter may be proposed by a two-thirds vote of the city council, with the concurrence of the mayor. The amendment then goes on the ballot at the next election.

The City Council and the Executive Branch

Pittsfield is governed by a mayor and an eleven-man city council. Policy-making is divided between the mayor and the council, while administrative responsibility is concentrated in the executive branch.

The members of the city council are chosen every two years in nonpartisan elections and receive an annual salary of $1,000. One councilman is elected from each of the city's seven wards; four are chosen at-large on a city-wide

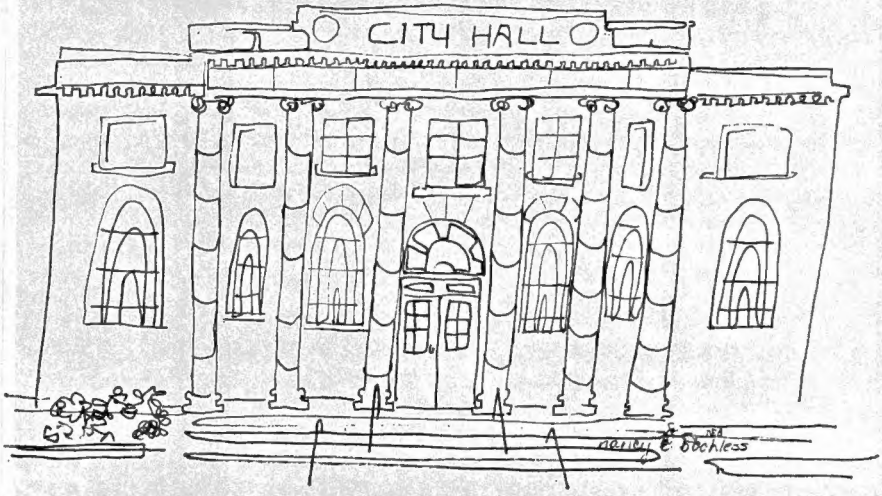
basis. The city council meets at the City Hall twice a month (the second and fourth Tuesday evenings); there is one meeting a month during July and August. Special meetings, when necessary, are generally called either by the president of the council or by the mayor.

The council elects one of its members president each year, and he presides at all meetings. Should the office of mayor be vacated during the six months preceding an election, the president of the city council becomes acting mayor. Six members of the council constitute a quorum, and the city clerk acts as clerk of the council and keeps records of its proceedings. All meetings and records of meetings are open to the public (except executive sessions).

The city council is the legislative branch of city government. It passes all ordinances, such as traffic rules and zoning regulations, confirms appointments made by the mayor, approves or disapproves city spending, adjusts hours and wages of city employees, is the authority for accepting and discontinuing streets within the city or land for city use, and passes on all claims made against the city. It has, however, virtually no authority over the school department. All legislation passed by the city council must be sent to the mayor for his approval. He may veto by returning it to council in ten days with written objections. The mayor's veto may be overridden by a two-thirds vote of the council.

The chief executive of the city is the mayor. He is elected from and by the voters of the city for a two-year term. He is responsible for the administration of the city, for the performance of the various departments, and for the enforcement of laws, ordinances, and regulations of the city. He is ex-officio chairman of the school committee and a member of the board of trustees of the Berkshire Athenaeum.

The mayor has the power to appoint for two years, subject to confirmation or rejection by the city council, the heads of various departments. He also appoints the members of various city boards, as the registrars of voters, assessors, planning board, and park commissioners. Theoretically, the mayor appoints the heads of the police and fire departments, but since these are civil



service positions, the appointments are guided by special state regulations, and removal is extremely difficult. Two exceptions to the mayor's appointive power are the city clerk who is elected and the superintendent of schools who is chosen by the school committee.

Any person appointed by the mayor may be removed by him, subject to city council approval. The person removed must receive a copy of the reasons for his removal and may demand a city council hearing at which he may be represented by counsel.

At the first meeting of the council in January of each year, the mayor submits his annual message, either in person or in writing. At any time during the year he may make further recommendations to the council.

The city clerk is elected every two years unless he falls under the life tenure provisions of the city charter. Pittsfield's present city clerk has life tenure. He has many duties but no policy-making powers. He is responsible for the supervision of all city elections, is ex-officio clerk of the city council, and keeps all city records. The city clerk issues fish and game licenses and dog licenses. All business statements must be filed with his office.

Any qualified voter may become a candidate for a city office provided he complies with the rules and time limits set forth in the charter and various state laws for circulating and filing nomination papers.

III. Popular Control of Government

Only citizens who are registered may vote in an election. An applicant for registration as a qualified voter in Pittsfield must be twenty-one years of age, a citizen of the United States, able to read and write, and a resident of Massachusetts for one year and of Pittsfield for six months preceding an election. The registrars of voters have the final authority in determining whether a person meets the qualifications.

Voters may register at the office of the registrars of voters during regular office hours and during some special evening sessions held before an election. Registration is permanent unless the voter moves to another city or town or changes his or her name. State law provides that registration may take place on any business day of the year except after 10:00 p.m. on the 20th day before city, town, or special state primaries or elections or after 10:00 p.m. on the 32nd day before presidential primaries, state primaries, and elections.

Those who move within the state within six months of elections may still vote for national or state officers by absentee ballot. Written application must be made to the registrars of voters.

A registered voter who is unable to go to the polls because of physical disability may obtain an absentee ballot. Special regulations are provided for a serviceman or other federal employee, spouse, parent, or child of a federal employee on foreign service. He may apply for an absentee ballot himself or have application made for him by a relative who is a registered voter of the Commonwealth. Application must be made not less than 32 days before a state election.

Absentee voting is permitted in federal, state, city, and special elections, but not in primaries. The absentee ballot must be returned to the city clerk.

Legislation enacted in 1962 permits a citizen to vote by special ballot for president and vice-president only, provided that he fulfills all other voting qualifications and has lived in Massachusetts for a minimum of 32 days before the election.

Two Democrats and two Republicans serve as members of the board of registrars. They are appointed by the mayor for four-year staggered terms. They, in turn, appoint the supervisor, who manages the office, and they also appoint his assistants, as needed. The registrars of voters meet the second and fourth Tuesday of each month in their office at City Hall.

All elections are supervised by the city clerk. Voting machines are used. There are twenty-four election precincts with precinct election officers appointed by the mayor; half the officers are appointed on recommendation of the Democratic city committee and half on the recommendation of the Republican city committee.

The Republican and Democratic city committees are active in Pittsfield during state and national elections, but, due to the city's nonpartisan charter, they play no direct role in local elections. Registered voters number about 48 percent Democrat, 20 percent Republican, and 32 percent Independent. An Independent may vote in the state and national primary of either party, but he then will be listed as a member of the party whose ballot he chose. After the primaries he can regain his Independent status by requesting such a change in writing at the office of the registrars of voters.

Pittsfield's charter provides for nonpartisan city elections, and all candidates for city office run as individuals. No political party affiliation is allowed on the ballot. Any voter may become a candidate for any city office he is qualified to vote for, providing he files a statement of his candidacy with the city clerk at least 21 days before the preliminary election. A petition signed by at least 50 qualified voters of his ward must accompany his nomination papers for a ward office, such as city council ward representative, or by at least 300 qualified city voters for nomination to city-wide office, such as mayor, city councilman at-large, city clerk, or school committeeman. The petition signatures must be certified by the registrars of voters before submission to the city clerk who is the election commissioner.

A preliminary election is held three weeks before the regular election to determine the final candidates whenever more than twice as many candidates as there are vacancies file for an office.

Voters are helped to learn about the candidates by the League of Women Voters of Central Berkshire, *The Berkshire Eagle*, radio stations WBEC and WBRK, and house organs of local industry, as well as by the parties and candidates themselves. Radio forums and candidates' meetings sponsored by the LWVCB have become traditional, especially before municipal elections. *The Berkshire Eagle* prints a special election page before each election, giving brief biographies and pictures of candidates and summaries of ballot questions.

In the 1967 city election, 21,103 people voted. This represented 74.8 percent of the 28,232 people eligible to vote and approximately 36.7 percent of the 56,204 total city population recorded in the January 1967 census. The percentage of registered voters participating in municipal elections has varied from a high of 78.3 percent in 1961 to a low of 40.8 percent in 1951.

IV. Finance

Budget submission and approval is limited to a 90-day period after January 1st. Budget-making starts usually in October and within 45 days of January 1st the mayor must submit the budget to the city council. It in turn has 45 days in which to take appropriate action. During this time public hearings are held on the budget and, should the city council take no action, the budget automatically takes effect after 45 days. The council has the power to reduce budget items (except for the school budget, which by state law cannot generally be reduced by local government) but cannot raise them. The council reduced the proposed 1968 budget by a little less than 2 percent.

The city budget shows no revenue. Rather, the system is to determine the tax rate after the budget has been set so that the necessary funds will be raised. Federal and state funds account for about 40 percent of the total money to be spent. These monies are counted in by the department heads when making up their requests—but federal and state funds are not specifically identified in the actual budget.

The Annual Budget for 1969 is:

General (mayor, city council, city clerk)		$ 98,757
Service departments (administrative, city solicitor)		149,812
Finance departments		2,282,474
Inspectors		75,417
Public safety departments (fire, police, traffic)		2,320,722
Operating departments (water, public works, public buildings, parks and recreation, health, veterans' service, civil defense)		3,526,134
Boards (registrars of voters, licensing, planning, code enforcement, appeals, airport, personnel)		117,609
Unclassified		
Berkshire Athenaeum	$191,800	
Insurance	393,050	
Veterans' rentals	3,300	
Pensions	237,528	
Annuities	49,723	
Miscellaneous	8,650	
		884,051
Schools		8,867,794
		$18,322,770

When the budget has been approved, the board of assessors prepares an income-expense statement, showing the amount to be raised by taxes, and establishes the tax rate. The rate must be approved by the state, although there is no legal limit set on tax rates of communities. The Pittsfield tax rate in 1968 was $48.50 per $1,000 assessed valuation.

The three-member board of assessors is appointed by the mayor for three-year overlapping terms that require confirmation by the city council. No special qualifications are required by law, but people experienced in real estate are usually chosen.

Real estate taxes must be paid by November 1st, with interest on overdue bills computed from October 1st. This system requires that the city operate on borrowed funds for about 10 or 11 months of the year. These short-term loans in anticipation of revenue are drawn from both local and Boston commercial banks. (At the present time studies are under way to review this system.)

Pittsfield had a complete assessment re-evaluation in 1966, and present valuations reflect a conservative market value. Owners may appeal assessments prior to October 1st of the tax year. Further appeals may be made to the county commissioners and/or appellate court and finally the supreme judicial court. Special categories of veterans, widows of World War I, and home owners over 70 years of age may apply for reduction of their assessment. State law requires a complete re-evaluation every ten years.

The treasurer receives, borrows, and disburses all money. Unlike some cities, Pittsfield has no finance department. The treasurer, appointed by the mayor for a two-year term with the approval of the city council, has custody of all local funds. Currently the offices of city clerk and treasurer are held by the same person. Bills are paid only after a warrant has been received from the city auditor.

The city debt limit is set at two and a half percent of equalized valuation as established by the state legislature. Pittsfield has never reached this limit, but the bulk of the city's debt is outside the restrictions of the debt limit. Water, school, and sewerage loans are considered outside the debt limit, and these are the largest debts that Pittsfield has incurred. The mayor and treasurer, with approval of city council, decide when to issue bonds. No popular vote is required on a bond issue unless 12 percent of the population petitions for such a vote.

The auditor is appointed by the mayor with confirmation by the city council for a term of two years. He controls all disbursements by the treasurer since he is required to issue a warrant before checks may be drawn. He is required to make regular audits of all departments, following the principles determined by the bureau of accounts of the Commonwealth. Regular yearly reporting of obligations and expenditures is required of all local government officials. The state makes a yearly audit of local accounts.

In June 1966 an ordinance approved by the voters of the city established a department of purchase for the city. This has not yet been organized.

V. Public Protection

Fire Protection

The Pittsfield fire department has its headquarters, offices, and administrative facilities at central station at 66 Allen Street, about two blocks northeast of Park Square. There is an alarm building on Tyler Street and a training facility on Pecks Road.

At the head of 145 uniformed men is the chief, a career employee, who is appointed by the mayor after passing a competitive civil service examination. All positions in the department are filled by competitive civil service examinations, and promotions are governed by state civil service requirements. There is a state contributory retirement plan, and retirement is mandatory at age 65. The fire department is a professional one, fully paid; there are no volunteer firefighters. A year-round training program for all firemen is under the direction of a full-time training officer.

There are thirteen trucks in the department. There are also cars for the chief and deputy, repair and service units, and several fire prevention cars. Fire hydrants are maintained by the water department and are inspected by the fire department.

If an emergency arises in a neighboring town and help is requested, the Pittsfield fire department will dispatch apparatus and manpower to the stricken area if possible. The department's first responsibility, however, is to the city of Pittsfield, and the decision regarding the sending of assistance to other communities depends on local fire conditions. There is no charge for such outside activities; the town involved, however, is responsible for any injuries or cost to the city of Pittsfield.

There is a fire prevention bureau within the structure of the fire department, headed by the deputy fire chief. This bureau is responsible for the enforcement of the Fire Prevention Code, the Demolition Code, the Junk Car Ordinance, the General Laws of Massachusetts Concerning Fire Prevention, and the Massachusetts Board of Fire Prevention Regulations of the Department of Public Safety. It also investigates fires of suspicious origin and explosions. The bureau's inspectors systematically inspect all mercantile, industrial, and civic buildings and schools, hospitals, nursing homes, etc. The bureau is also responsible for such projects as Fire Prevention Week and the Spring Clean-up Campaign. Inspection of private homes is also done on a street-to-street basis upon the invitation of the homeowner. Members of this bureau are often called upon to give talks, demonstrations, and show films to groups.

For the past several years the fire department has sponsored a Firemen's Muster of about a week's duration. The highlight of this event is the Fourth

of July Parade and festivities at Wahconah Park where there are carnival rides for children and evening fireworks. Volunteer fire companies of the area and neighboring states compete for prizes.

Burning permits are required and may be obtained at any local fire station.

Police Department

The Pittsfield police department personnel are selected through competitive civil service examinations given by the state division of civil service. The total authorized full-time personnel of the department is 93, with an additional 33 authorized as part-time employees.

At the head of the department is the chief of police. The chief is appointed by the mayor and confirmed by the city council from the top three scorers on a civil service examination.

The department's table of organization authorizes the following personnel:

1 chief
4 captains
2 lieutenants
12 sergeants
6 detectives
1 safety officer
59 patrolmen
1 policewoman
1 mechanic
4 senior clerks
2 metermaids

part-time:
3 matrons
30 school crossing guards

The department is divided into five divisions: uniform, detective, traffic, records, and intelligence; the department has specialists in such fields as photography, fingerprinting, safety and detective work.

The uniform division is assigned to specific posts and performs all the normal duties of officers in uniform including preliminary investigations of serious crimes. This division is mobile with cars and scooters and is also on foot.

The detective division is the investigative unit of the department. Although most of the investigations have to do with serious crimes (felonies), this division also investigates some minor crimes (misdemeanors). The crime prevention bureau, largely concerned with first offenders, is part of this division.

The traffic division is concerned with traffic control and traffic safety problems. School traffic safety programs are handled by the safety officer who is assigned to this division.

The records division keeps all department records except those of the traffic division which maintains its own.

The intelligence division is under the direct supervision of the chief and is used for many types of investigations.

Division heads are appointed by the chief. The heads of all divisions, except the record division, hold the rank of captain. Captains are recruited through the civil service process. Patrolmen are also selected through civil service examinations.

There is a state contributory retirement plan, and retirement is mandatory at age 65.

Some in-service training is given. Voluntary in-service training has been held recently in photography, firearms, tear-gas, and first aid. Officers have

been sent to the Massachusetts State Police school, the New York City Police Academy, the Nassau County, New York, Juvenile Seminar, and to F.B.I. training courses.

The police station is located on Allen Street. There are no sub-stations in the city. Equipment at the police station includes police teletype, Gamwell recall system, two-way radios, and burglar alarm systems.

Jails

The police lock-up, located in the Pittsfield police department headquarters, is the only detention center under local jurisdiction. Law violators in Pittsfield may be detained there only overnight. After that, they are sent to the Berkshire County House of Correction on Second Street in Pittsfield, a county institution.

The Second Street institution has two functions. It serves as the jail for those awaiting sentencing and as the house of correction for law violators who have been sentenced. No person can serve more than two and a half years at the house of correction; thus persons convicted of major felonies are sent to state institutions.

The house of correction and the jail are administered by the sheriff. His official title is Master of the Jail and House of Correction, and he is elected for a six-year term. In addition to the sheriff, there are fourteen guards employed and one part-time matron who is on duty when there are women prisoners. There are also nine deputy sheriffs throughout the county; their principal duty is to serve civil papers.

At the Berkshire County House of Correction there is a separate cell block for women, but no other separate facilities. Those awaiting trial, mental defectives, alcoholics, first offenders, and repeat offenders serving sentences are all mingled together. Juveniles, however, are separated out in that they are not detained at this institution. They either are taken to the juvenile detention center at Westfield, or are bound over to the Youth Service Board, or are released in the custody of their parents. The capacity of the institution is 120 prisoners; it is usually about half full.

In accordance with the philosophy that a prison should serve as a rehabilitation facility as well as a punishment center, a work-release program was established in 1966. This program, which permits inmates to work during the day in the community and return to the jail at night, has proven to be of value to both the community and the inmates.

Courts

The district court covers the following cities and towns: Hancock, Lanesborough, Peru, Hinsdale, Dalton, Washington, Pittsfield, and Richmond, and has concurrent jurisdiction in Lenox, Becket, and Windsor, with the Lee district court. It has unlimited civil jurisdiction except that it does not handle equity, land damage, and writs of habeas corpus. In criminal jurisdiction it is unlimited as to misdemeanors, but it has limited jurisdiction over felonies in that it cannot commit to state prisons. These cases, therefore, after a preliminary hearing in the district court, are transferred to the superior court for ultimate disposition. The district court also handles all small claims within its own court rules, and it serves, too, as the juvenile court. It holds daily sessions and has no jury trials.

The probate court covers all of Berkshire County and handles the probate of estates, conservatorships, guardianships, and trusteeships. It generally handles divorce cases, and when there is no federal bankruptcy law involved,

it is the court of insolvency. It has some equity jurisdiction. It holds daily sessions as necessary.

The superior court is a circuit court. It has two sessions a year, each lasting for nine weeks or longer if needed. The first session begins on the first Monday in April, and the second session starts on the first Monday in October. The superior court is the jury trial court for both criminal and civil cases, though trial by jury may be waived. The court has almost general jurisdiction and covers all of Berkshire County.

In criminal cases appeals proceed from the district court to the superior court to the supreme judicial court. Appeals in civil cases go from the district court to the appellate division of the district court to the supreme judicial court. Appeals from the superior court and the probate court are taken directly to the supreme judicial court.

There is no separate juvenile court. Juvenile matters are handled by the district court judge, who usually hears the case in his chambers. If the case is heard in court, it is a closed court.

The city does not have a city attorney or prosecutor. The city solicitor is appointed by the mayor and handles the city's legal work, but he does not

prosecute. The district attorney prosecutes for the state in criminal cases. He is elected and represents both Berkshire and Hampden counties. The district attorney must be a resident of the district and a member of the Massachusetts bar.

Jurors are selected from a list prepared by the board of registrars each year. The list must include at least one name for every one hundred in the population and not more than one name for every sixty. Prospective jurors should be of sound mind, good moral character, and personally known by at least one member of the board. They should be between the ages of 25 and 70. The mayor and the city council select the necessary number of jurors by a random drawing from the names on the board of registrars' list. Jurors are notified by the sheriff that they should appear, and they receive $14 per day and 8 cents per mile for travel expenses. The names of jurors to serve on a particular case are drawn at random.

County commissioners act as a parole board for those persons sentenced to the Berkshire County House of Correction. Each court has one or more probation officers. There are separate juvenile probation officers.

Judges

Judges of local courts, as for all courts in the Commonwealth, are appointed by the governor for life. The salaries of the judges are established by the legislature. While there are no specific qualifications for judges, it is unusual for a judge not to be a member of the bar. Superior court and probate court judges are full-time positions. The Pittsfield district court has two judges; one who is full-time and not permitted to maintain a private practice, and the other who is a special justice and considered part-time in that he is permitted to maintain a law practice.

Civil Defense

The civil defense department is headed by an unpaid director who is appointed by the mayor. A small municipal budget pays for the services of a full-time clerk-typist and a part-time administrative assistant. Other expenses are mainly for communications and equipment.

The objective of civil defense is to coordinate the use of the manpower and equipment of a community to cope with any disaster whether caused by the forces of nature or by enemy action. A nuclear attack is only one form of disaster. Over three-quarters of our local civil defense effort is devoted to planning and preparing for natural disaster.

One of the most effective means of coordinating disaster work is a complete warning and communication system. Pittsfield has one of the best in the state. Since late 1967, we have had two warning points in the National Warning System of over 1,600 telephones. In case of any major emergency, a country-wide warning is initiated by the North American Defense Command and received by our fire department. A public warning is sounded promptly on the sirens. This is the signal to tune to a local radio broadcasting station that will explain the nature of the emergency and the action to be taken. There are three CD emergency operating centers. The largest, in the basement of Redfield School, is primarily for natural disaster and requires about 20 people to man it fully. The second operating center is a mobile 35-foot trailer. The third, for nuclear attack, is located in the basement of the police department building. There are both phones and radios in these three centers. For local communications, up to 40 citizen radio cars can be mobilized; long-range communications are handled by the amateur radio operation.

Local activities and plans are coordinated with state and federal civil defense programs. The Massachusetts civil defense agency is organized with four geographical areas, each headed by an area director. We are in Area 4, west of the Connecticut River. In this area there are 5 sectors, "A" through "E," each with a sector director. We are in Sector 4E, which is essentially Berkshire County.

In case of major disaster, Pittsfield can request assistance in succession from the sector, the area, and the state in manpower, equipment, and military forces, either National Guard or federal troops.

Weights and Measures

All public scales are checked and sealed by the department of weights and measures once a year. There is a fee charged for sealing a scale, and this must be paid annually. Complaints are checked immediately. A scale that is found to be faulty is condemned and must not be used until put into proper condition. Violators are fined and can be arrested, on the spot without a warrant, by the sealer of weights and measures. Every week or two each major supermarket is visited, 25 items are selected from the displays (which have been packaged at that store), and these are checked for proper weight.

All other weighing and measuring devices including coal and oil trucks, clinical thermometers and peddlers' scales are checked by the department of weights and measures.

VI. Municipal Services, Transportation, and Utilities

Water

The city of Pittsfield is served by a publicly-owned and operated water utility, the Pittsfield water department. Care and management of the department are vested in and exercised by a water commission, which consists of five members appointed by the mayor and subject to confirmation by the city council for staggered terms. The commission members receive no compensation or salary. No member may be a city councilman. The water commission exercises general supervision of the water department through its chairman.

The water commission is responsible for setting a schedule of water rates calculated to support the operations and functions of the department. The adoption of the scheduled rates is subject to the approval of the city council. Capital outlays, such as the construction of a new reservoir, are financed by bond issue.

The local basis for rates for domestic consumption of water by householders is the number and type of facilities and not gallon consumption, i.e., water meters. Meters have been installed, however, in nearly all commercial establishments. Cost figures and feasibility studies have been made regarding proposals for city-wide metering, but approval of the city council is needed before any changes are made.

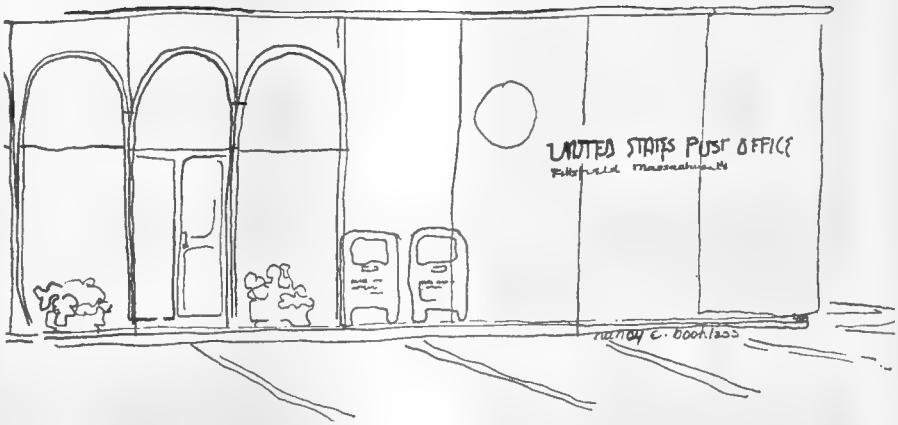
The state regulation of municipally owned water departments is in general confined to matters relating to the preservation, protection, and expansion of water supplies and systems. Other regulations and policies are normally of local determination and set forth in the ordinances or rules of a municipality.

Pittsfield is supplied with water from a series of upland surface reservoirs. The dependable yield of the system is estimated at 14.7 million gallons daily. The future estimated demand will equal the present dependable yield of reservoirs by 1970. The city, working through the General Court, has been authorized to acquire land and take waters in the town of Windsor. Construction of a 760-million gallon storage reservoir with appurtenant equipment in the town of Windsor is estimated at a cost of $2,500,000. Based on present projections of future demand the addition of the dependable yield from this source would carry the city through until the year 2000. Pittsfield has a problem of distribution and pressure in some areas.

The water department has a master plan that is designed to ensure an adequate water supply for the city, but funds are needed for its implementation.

Streets and Highways

The responsibility for street and sewer planning, construction, operation, maintenance, and extension lies with the department of public works. The



commissioner of the department is appointed by the mayor, with the approval of the city council. Two new jobs recently have been created within the department, those of city engineer and assistant city engineer, leaving the commissioner free to deal with administrative problems.

The commissioner is responsible for eight divisions: sewer and drainage, sewer treatment plant, highway, engineering, administration, sanitation (which includes disposal-sanitation plant and collection), forestry, and garage.

The garage division is responsible for the maintenance of every piece of municipal rolling stock with the exception of that of the fire and police departments which perform their own maintenance. The division furnishes gasoline, which costs fifty to sixty thousand dollars a year, for all city departments. This amount is billed to the appropriate department, *i.e.*, welfare, public buildings, assessor; and the money received is put in the general fund.

The department of public works operates with a budget of $1.5 to $1.75 million and has 180 employees.

The department supervises street cleaning and snow removal as well as road, sidewalk, and street construction and maintenance. All work in connection with streets and sidewalks is performed in collaboration with the planning board, which sets the standards for the width of streets and sidewalks, subject to city council approval. Standards for curbings also are set by the planning board. Quality of the roads is the responsibility of the department. Street and sidewalk construction and maintenance is financed by budget approval; historically, Pittsfield has never floated a bond issue for this purpose. The present city administration has suggested that perhaps a bond issue may be required in the future.

State highways within city limits are strictly under the supervision of the Massachusetts department of public works; they are built and maintained by the Commonwealth. Building municipal streets and highways has, in the past, been financed according to Chapter 90 of the General Laws, which allocates the cost in three portions: 50 percent state, 25 percent city, and 25 percent county.

The municipally owned parking lots are financed by bond issues and are administered under the department. There are no free public parking areas.

Revenues from parking meters and parking fees are earmarked for improvements and maintenance of parking areas, debt service on the bonds, and financing of the department.

The commissioner of the department of public works also acts as tree warden and in this capacity is charged with the protection of public shade trees. When a resident of Pittsfield wishes the removal of a public shade tree, he is required by law to petition the tree warden for such action. A notice is posted on the tree announcing that a public hearing will be held. An examination of the tree is made and reported to the tree warden before the public hearing, at which time a decision is handed down.

The shade tree commission, consisting of seven members appointed by the mayor, is advisory to the commissioner of public works. Massachusetts is one of the few states which allows a city to plant trees on private property, no more than 20 feet from an accepted street. Each member of the commission is responsible for interviewing the 30 to 40 residents of each ward who annually request tree planting. The 1968 budget of $7,000 has allowed for the annual planting of 250 trees. The planning board requires the planting of trees by developers, but future replacement of these is the responsibility of the department.

The sewer commission is responsible for the investigation, study, and planning of the sewer system. The city has a modern sewer plant which serves the major portion of the city. However, there are still unsewered areas as well as areas where old, outmoded systems are polluting the Housatonic River and Silver Lake. Measures are being studied to solve these problems. It has been suggested by the new chairman of the sewer commission that a more realistic fee system be instituted for sewer hook-ups. Pollution problems are also being looked into by a special pollution control commission appointed by the mayor.

Traffic control on all state highways is planned by the state; all in-town roads which are continuations of the highways remain under state supervision. The state reserves the right to approve any changes in traffic control. The responsibility for routing lies with the state and the local traffic department. Truck traffic is not confined to the use of particular streets.

A newly-created traffic department is responsible for developing policies and practices for the regulation of traffic in the city. The five members of the commission are appointed by the mayor: a member of the city council, the chief of police or his designee, plus three members appointed for three-year staggered terms. The chief engineer of the department and other staff members are under civil service.

Transportation

The Pittsfield municipal airport is owned by the city of Pittsfield. Construction was financed in various stages with 50 percent federal, 40 percent state, and 10 percent city contributions.

Greylock Airways, Inc., operates a charter service and flight instruction school. Executive-Yankee Airlines operates five flights weekdays and two on Saturday and Sunday between Pittsfield and La Guardia Airport, New York City. The president of Greylock Airways, Inc., also serves as airport manager under salary from the city of Pittsfield. The city is responsible for all maintenance, and the city council must approve the budget. The Pittsfield municipal airport commission 1968 budget of $30,000 is the average yearly subsidy. The airport commission, acting on behalf of the city of Pittsfield, has a contract with Greylock Airways, Inc., which provides that a percentage of their gross receipts, with certain exclusions, is payable to the city. The five members of

the Pittsfield municipal airport commission, who serve at no salary, are appointed by, and responsible to, the mayor, with approval of the city council, for three-year staggered terms.

County bus service is supplied by Yellow Coach Lines, Inc., and Dalton Hinsdale Bus Lines, Inc. Yellow Coach Lines, Inc., provides bus service during the day (except Sundays) throughout Pittsfield.

As in many parts of the country, passenger train service is infrequent. A summer schedule provides weekend trains between New York and Pittsfield. Greyhound and Interstate bus lines are the principal bus lines which provide regular, year-round direct service to New York, Albany, Springfield, and Boston, as well as to many other points.

Taxi service is available in the city.

Utilities

All privately-owned utilities must comply with rules, regulations, and rate schedules set by the Massachusetts Department of Public Utilities and the Federal Power Commission. Financing is under the jurisdiction of the Department of Public Utilities, the Federal Power Commission, the Securities and Exchange Commission, and, for the electric company, the Atomic Energy Commission.

The Berkshire Gas Company, privately-owned, supplies natural gas service to the community.

Western Massachusetts Electric Company, a division of Northeast Utilities, Inc., is a privately-owned company which services electricity to the city. The city council has jurisdiction over the placement of facilities in public ways, including the location of each pole, the relocation of any pole, and the placement of wires underground and overhead. Street lighting is installed only upon the city's order. Electrical construction must conform to the city's safety code, administered by the city wiring inspector.

Telephone service in Pittsfield is supplied by the New England Telephone Company, privately-owned, an operating company of the Bell System.

VII. Education

By state statute the operation of the schools has been delegated to the local communities and vested locally in elected lay school committees. Six members of the Pittsfield school committee are elected at-large by the voters of the city, for four-year terms, and are unpaid. Three of the members are elected at each biennial election. The mayor is automatically a member of the committee. The committee meets the second Wednesday of the month at 7:30 p.m. with special and ad hoc committee meetings called as necessary. All meetings are open to the public, and the minutes of meetings are available in the school superintendent's office.

The duties of the school committee are: to employ a superintendent of schools, to determine policy, to submit the school budget, to appoint personnel, to establish the curriculum, to approve textbooks, to provide for school services, to evaluate the educational program, to request physical facilities, and to negotiate with employee representatives.

The superintendent is the chief administrative officer, assisted by assistant superintendents for instruction, curriculum, business, and personnel. The entire administrative structure has just been revised following some of the recommendations of a consulting firm's report.

There are 25 schools, with one established high school and a new one nearing completion. Both high schools are of the comprehensive type. There are 3 new junior high schools and 20 elementary schools. The school committee has been renovating some schools, adding to others, and recently called for several new buildings. A community school is under serious consideration at this time, with a pilot project to be launched in one of the existing schools. The student-teacher ratio in 1968 was 26 to 1, with per pupil costs averaging $634.

The school budget is financed 82 percent by local real estate taxes and 18 percent by state aid. Federal support comes to less than 1 percent. Because of various state laws, the city council is unlikely to reduce a school budget submitted by the school committee.

The budget is disbursed as shown below:

Instruction	79.2%
Operation and Maintenance	9.3%
School Services	5.3%
Acquisition of Assets	4.3%
Administration	1.7%
Fixed Charges	.2%

Teachers are certified according to the standards set by Massachusetts department of education. Tenure is granted to all school personnel upon the fourth appointment. Teachers now engage in collective bargaining with the

school committee through their association, as recently permitted by state statute.

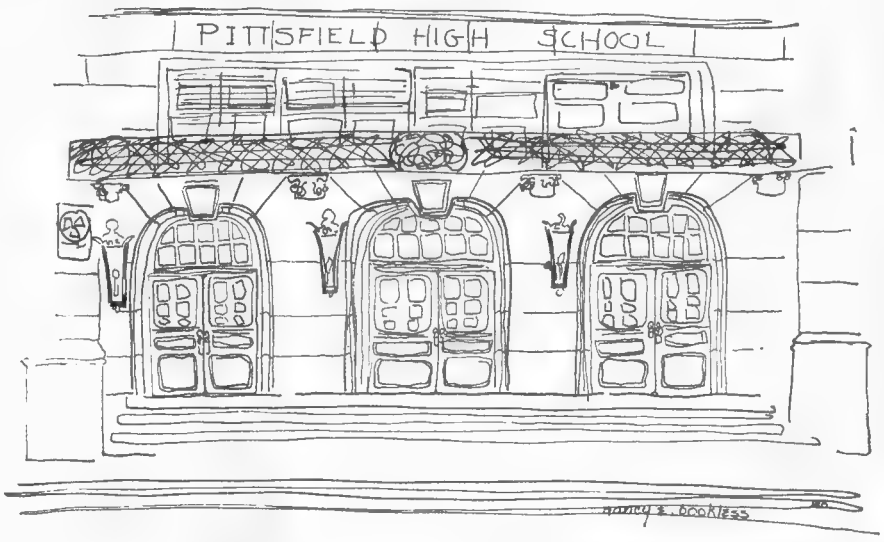
Pupil services provided are: testing, guidance, school lunches, medical and dental check-ups, and transportation. Children living one and a half or more miles from school may ride a school bus. For most children this is a franchise service, but contracts for some buses are awarded on a bid basis by the school committee. The carrier must meet safety standards established by the state which reimburses the local school system for two-thirds of the cost of this service.

School nurses are provided by the department of health. Police crossing guards and traffic control are handled by the police department, and the school buildings are maintained by the department of public buildings. Public use of school buildings is at the discretion of the superintendent of the department, and a fee for services may be charged.

Special education is available for the mentally retarded at Pittsfield High School, Crosby Junior High, and at Tucker, Mercer, and Plunkett Elementary Schools. There are two classes for emotionally disturbed children, one each at the elementary and junior high school levels. There is a distinct need for additional special classes. One class for children with hearing problems is being conducted at Hibbard School. A center for those with learning disabilities has been established at Victory Hill, with one of its classes held at Crosby Junior High. Three speech therapists are employed by the school department.

Evening courses for adults are offered in Pittsfield ranging from basic education to those that are recreational in nature. Charges are made for the courses so the evening program is financially self-supporting.

There is a Pittsfield Public Summer School consisting of a six-week session. Courses are taken for credit, and there are federally supported programs available at the elementary and secondary levels.



The Summertime Enrichment Program (STEP), a federally funded project, is offered for grade school children in need of extra help. School adjustment counselling, psychological, and health services are also provided.

VOFEDS (Vocational Opportunity for Educationally Disadvantaged Students) is a summer vocational program offered for boys not regularly enrolled in the vocational school. It gives them an opportunity to become acquainted with skills and trades outside their normal curriculum.

Sectarian and private education are also available to Pittsfield children.

The Catholic schools of Pittsfield are under the direction of the Diocese of Springfield. St. Joseph Central High School, located at 22 Maplewood Avenue, is a four-year secondary institution with 587 students. Courses offered are college preparatory, business, and general. The staff consists of fifteen Sisters of St. Joseph and eight lay teachers under the direction of a principal and a director. The school is accredited by the New England Association of Colleges and Secondary Schools.

There are seven parish elementary schools, enrolling 2,200 pupils. All of these schools offer grades one through eight, with the exception of St. Mark's, which terminates at the sixth grade.

In addition, many children attend Berkshire Country Day School in Stockbridge, Mass. Several preparatory schools in Lenox, Stockbridge, and Lebanon, N.Y., have Pittsfield students as does Miss Hall's School, a private girls' school located on Holmes Road in Pittsfield.

Pittsfield became the home of Berkshire Community College in 1960. Housed in the former high school building, it is seriously overcrowded after nine successful years of operation. The legislature has appropriated $10.5 million for a new facility on West Street on land given by the city of Pittsfield. Construction has begun on what promises to be a fine campus in a beautiful setting. The college is one of many established by the Massachusetts Board of Regional Colleges. As such it provides education at a reasonable tuition for Massachusetts residents. The curriculum consists of liberal arts transfer, associate degree programs, and a developmental program. The college provides continuing education in a wide variety of courses available in the evening program. A broader program will be offered in the fields of computer technology, engineering technology, nursing, and recreational leadership when the college's new facilities become available.

VIII. Museums and Libraries

Museums

The area has a number of museums, the largest and most diverse being The Berkshire Museum on South Street. Goodrich House on upper North Street, the Crane Paper Museum just over the city line in Dalton, and Hancock Shaker Village on Route 20 provide an interesting variety for the visitor.

Hancock Shaker Village is a restoration of a Shaker Community that has received national recognition. The Crane Museum details the history of paper manufacturing—an important local industry. Goodrich House is the work of the local historical society and is rapidly becoming well known.

The Berkshire Museum is privately financed through donations and memberships. Begun in 1903 by Zenas Crane it has developed into an art, science, and local history museum. Many fine paintings from the old masters to local modern artists are on display, and several valuable private collections have been received. Local birds and animals are displayed as well as excellent dioramas of animals and birds of other continents and regions. Local historical memorabilia are prominently featured, and the museum provides frequent programs of wide interest. The junior department's weekly nature hour has served many generations of Pittsfield area youth. Clubs, classes, lectures, and films provide a diversified program for all. The public schools send many classes for instruction in art and natural history.

Libraries

The Berkshire Athenaeum is the public library of Pittsfield and is located on Park Square. The year 1968 saw the revival of serious efforts to build a new, larger facility near the original structure. The historic and architectural qualities of the old building indicate that it will be retained, however, for other uses, if a new library is built.

The main library has more than 125,000 volumes; the Morningside branch on Tyler Street, nearly 12,000; the hospital library, over 3,000 volumes. Hospital library service is available to the local hospitals, local nursing homes, and the Senior Citizens' Center. Books not available locally may be obtained through the Western Regional Public Library System, which is financed by the state. The Athenaeum in Pittsfield and the Forbes Library in Northampton are subheadquarters in this system, while the Springfield library is headquarters for western Massachusetts. The Western Regional Public Library System pays dues to the Hampshire Interlibrary Center, which correlates volumes from Smith College, Mount Holyoke College, the University of Massachusetts, and Amherst College, whose volumes are available to Pittsfield.

Two bookmobiles serve the region, the city bookmobile for outer districts of Pittsfield and the regional one for the county.

The children's room on the second floor of the Athenaeum contains more than 28,000 volumes. Every Wednesday morning during the winter there is a story hour for pre-schoolers. During the summer, a reading-incentive program is available for all children.

The Athenaeum maintains a record collection of 2,500 albums of all kinds. A listening booth, which may be reserved, is available and contains a piano for the use of students and instructors.

Various special materials and equipment are available, including books for blind or partially-sighted persons, projectors and films, a reading accelerator, and a Xerox copying machine (for which a minimal charge is asked).

The Herman Melville Memorial Room was established to provide a place for Melville studies in Pittsfield. Melville was a resident of Pittsfield for 13 years, during which time he completed *Moby Dick*. The room contains first editions of Melville's works, the desk at which *Billy Budd* was written, various furniture, portraits, pictures, and personal items owned by Melville.

Library personnel are eligible for city employee benefits. The trustees of the Berkshire Athenaeum are incorporated under the General Laws of Massa-

chusetts to provide free library facilities to the residents of Pittsfield. The library board is a self-perpetuating institution, with members electing their own successors. In addition to its 15 elected members, there are 3 representatives of the city government as ex-officio voting members: the mayor, the chairman of the school committee, and the city treasurer. The function of this board is to determine policy and to supervise the operation of the library.

Federal grants total $12,000 per year for books and $2,000 a year for binding. The book grant is in the form of credits for purchases rather than a direct money grant, and comes under the Federal Library Services Act. State funding is fixed at 25 cents per capita, totaling $14,470 at this time. This is determined from census figures every ten years. Because the Athenaeum is one of three regional centers, it received $8,265 to assist in its reference function.

The operating budget of the Berkshire Athenaeum for 1967 was $226,463, including funds from all sources. The city provides 80.8 percent of this figure, state aid and other sources represent 10.6 percent, and miscellaneous receipts, such as gifts and book dues, supply 8.6 percent. The Athenaeum cooperates in all phases of school library assignments.

Other libraries in the area are:

1. General Electric Company:
   William Stanley Library, 100 Woodlawn Ave., Power Distribution Div.
   24,000 volumes. Special subjects: chemistry, electrical engineering, metallurgy, physics, statistics.
   Engineering Library, Ordnance Department, 100 Plastics Avenue
   2,200 volumes.
   Chemical and Metallurgical Division Library, 1 Plastics Avenue
   3,000 volumes. Special subjects: plastics and polymers.
2. Berkshire Law Library, Court House, 76 East Street
   27,500 volumes.
3. Berkshire Medical Center:
   PGH Unit, Wahconah Street.
   St. Luke's Unit, 379 East Street, medical science library
   5,625 volumes. Special collection: gastroenterology.
4. Berkshire Eagle Library, Eagle Street
   Special subject and collections: history of Berkshire County and Pittsfield. 500,000 clippings. Newspaper reference library.

Library facilities are also available at: Berkshire Community College, Pittsfield and Taconic High Schools, North, South, and Crosby Junior High Schools, Parochial schools, Miss Hall's School.

IX. Public Health

Pittsfield Health Department

The Pittsfield health department occupies an office, a laboratory, and a dental clinic. It is responsible, along with several state agencies and some voluntary organizations, for maintaining health standards and providing health services in the city.

The department is headed by a part-time health commissioner who, according to city ordinance, must meet the following requirements: he must be a citizen of the United States, a licensed physician, hold a degree in public health, and have previous experience in a responsible position in public health service. His powers and duties, as established by the general law and charter of the city, are the execution of laws relating to health and sanitation, the improvement of the general public health by the establishment of any necessary agencies, the enforcement of approved sanitary conditions for dwellings and other premises, and the performance of the duties of any office under the health laws of the Commonwealth of Massachusetts to which he may be appointed by the municipal authority.

Other personnel in the Pittsfield health department are code enforcement inspectors, public health nurses, bacteriologists, milk and sanitation inspectors, school and clinic physicians, dentists, dental hygienist, and an inspector of slaughtering, meats, and provisions.

Nurses

At the present time there are eight public health nurses and two school nurses in the department, working under one supervisor of nurses. To qualify for work in the department a nurse must be registered and must pass a civil service examination. The nurses are responsible for school health, prevention and control of communicable disease, well-child conferences, daily inspection of summer camps and playgrounds, and evaluations of day-care centers. The nurses file and maintain reports in the office of the health department.

Laboratory and Inspections

Technicians are employed by the department to make bacteriological diagnoses and counts at the city health laboratory. Bacteriological testing is done for private physicians at no charge and includes throat cultures, nose cultures, T.B. cultures, and diphtheria cultures. Bacteriological counts on water, milk, and food specimens are done regularly.

The department inspects private sewage disposal systems for dwellings outside the municipal sewage system and enforces the code for septic tanks in new dwellings.

The inspection of substandard housing and the enforcement of the state sanitary code are the responsibility of the health department. The department has the right to order compliance to regulations as established in article II of the state sanitary code, the right to issue complaints in district court, and the right to hold hearings. Inspectors have the right of entry and inspect restaurant and food establishments, summer camps, motels, mobile home parks, milk producers, swimming pools, and private water supplies. The department also investigates complaints of nuisances.

Vital Statistics

A certificate of death must be filed with the health department by the funeral director before a burial permit may be issued.

Cards for all babies born to Pittsfield parents are made up monthly by the department. These cards are later used for recording vaccination and immunization information from clinics or as reported by family physicians. When a premature baby—one weighing 5½ pounds or less—is born, the hospital sends the department a notice in duplicate, one for its files and one to be sent to the district health office. Subsequently, a home appraisal is made by a public health nurse; her report is filed with the hospital when completed.

All cases of communicable diseases occurring in Pittsfield must be reported to the health department. From these statistics, daily and weekly reports are then made to district and state departments.

State Department of Public Health

The state department of public health offers many services which are available to local residents. Some of these services are:

A. Maternal and child health services.
   1. Provide hearing aids for children.
   2. Crippled children's services to age 21.
      a. Orthopedic program for children.
      b. Plastic repair program for children.
      c. Treatment at Boston hospitals for children with birth defects.
      d. Education, vocational training, and care of orthopedically handicapped children aged 4 to 20.
      e. Treatment of chronic disease predominately orthopedic in nature, in children and adults.

B. State Alcoholism Clinic at Pittsfield General Hospital.

C. Inpatient and outpatient care for tuberculosis, respiratory conditions, and cancer.

D. Chronic disease facility for adults over 16.

E. Terminal chronic disease facility.

F. Evaluation and treatment of all adults over 16 years with rehabilitation potential.

G. Cooperating Venereal Disease Clinic, Pittsfield.

H. Advisory and consultation services regarding standards for nursing and rest homes and environmental sanitation and community health planning and resources. Services provided in the fields of dental hygiene, nutrition, social work, nursing, and physical therapy.

I. Environmental sanitation deals with the public water supply and provides advice regarding atmospheric pollution control and radiological health.

J. Food and drug (bureau of consumer products protection) provides:
   1. Laboratory services.
   2. Inspection services.

Additionally, the Berkshire Rehabilitation Center currently has two federal grants related to rehabilitation services.

Mental Health

The Berkshire Mental Health Center has an outpatient psychiatric clinic, available to residents of Pittsfield on a sliding fee basis, and has been in existence since 1920. This clinic is not part of the city operated health facilities, it will become a state facility with a building complex located in Pittsfield supported financially by fees from patients, contributions from community chests in the county, contributions from school administrations, contributed time from Austen Riggs Center (a private psychiatric treatment and teaching hospital), and contributions from the department of mental health of the Commonwealth of Massachusetts.

Just prior to the passage of a Comprehensive Mental Health Reorganization Act by the General Court in 1966, legislation was enacted bringing into legal existence the Berkshire Mental Health Center. The center will provide for inpatient and outpatient treatment and care of retarded and emotionally disturbed children and adults. It will include 24-hour emergency care, counseling to the families and agencies who deal with patients in the community, recreation facilities, vocational training, sheltered workshops, day care, and residential care.

At present the case load is approximately 350 adults and over 400 children. About one third of the children's case load consists of services to the retarded and their families. The services include individual therapy and counseling, group therapy, and family therapy. (A drug clinic is provided, and supervision is provided to the pre-school nursery for the retarded.)

The staff includes one full-time psychiatrist, three half-time psychiatrists, and one full-time psychologist. Three psychiatrists give one half day a week to the clinic. There are also three psychologists who work one half day each at the clinic. Six qualified psychiatric social workers are full-time employees of the center. There are from ten to fifteen psychiatric fellows and students who serve the clinic. There are medical interns, psychology fellows, and Smith College social work students who also serve.

United Community Services Health Agencies

There are many voluntary health organizations in Pittsfield that are either financial participants of UCS or are non-financial planning members. Additional information on services, not covered in the brief listing below, may be obtained by calling the UCS office.

Berkshire-Hampden County Tuberculosis Association, Inc., 246 North Street. Prevention and control of respiratory diseases.

Berkshire Psychiatric Clinics, Inc., 741 North Street. Adult clinic and children's clinic for central and southern county residents.

Berkshire Rehabilitation Center, 741 North Street. Psychological evaluation, physical therapy, occupational therapy, social services, and speech and hearing disabilities.

Family and Children's Services of Berkshire County, 472 West Street. Casework service, family problems, adoptive and foster care, service for unwed mothers, pre-school day care center.

Pittsfield Visiting Nurse Association, Inc., 741 North Street. Home visits, physical therapy, education in the community.

American Health Association, 399 East Street. Information and referral service.

National Multiple Sclerosis Society. Information, equipment, transportation.

American Red Cross, 63 Wendell Avenue. Disaster, blood program, safety courses, volunteer services.

United Cerebral Palsy Association, 741 North Street. Education, research, local treatment center.

Hospitals

Berkshire Medical Center. Pittsfield General Hospital and Clinics, 725 North Street (245 beds). St. Luke's Hospital and Clinics, 379 East Street (150 beds).

Hillcrest Hospital, Tor Court (100).

X. Public Welfare

The department of public welfare, headed by a welfare administrator, administers the public welfare programs in Pittsfield. The administrator has full local responsibility, but the department is subject to state legislation and to regulations made by the state welfare department. Finances of the local department are subject to state and federal audits. Full funding was assumed by the state in 1968.

The department cares for the city's dependent citizens under four programs:

1. *Aid to families with dependent children* provides for children in a home maintained by a father, mother, or other relative when death, long-term illness, or some other factor has deprived the child of the normal support or care of either parent. In determining payment the needs of the parents and brothers and sisters under 21 years of age are considered in addition to those of the eligible children. The average per recipient grant is $57.20 per month.

2. *Old age assistance* for elderly persons in need is determined by the amount of their income from any source and property ownership of all types. The law permits the applicant to retain real estate occupied as a home, savings of not more than $500, and insurance policies when the cash surrender value is under $1,000. Children of applicants are allowed certain exemptions before being required to contribute to the support of their parents. The average grant per case is $82.13 per month.

3. *Disability assistance* provides aid for needy persons found to be permanently and totally disabled. To be eligible a person must be over 18 and less than 65 years of age. He is required to obtain a medical report that clearly indicates his disability. The law permits an applicant to retain cash, personal property, savings deposits, cash surrender value of life insurance, or any combination of these that is not in excess of $500. Parents and children of applicants are required to contribute to their support. Parents over 65 are exempt, and there are certain exemptions by law before children must contribute. The average monthly grant per case is $97.24.

4. *General relief* is the oldest form of public assistance in this country. The General Laws provide legal authority that has been interpreted to permit any form of assistance that will relieve distress or contribute to the restoration of self-maintenance. The average grant per case is $117.70 per month.

The welfare administrator is appointed by the state welfare commissioner. The administrator is the administrative and executive head of the department, responsible for the budget, public relations, and general management of the department. He appoints the personnel, which number about 45. All salaries are set by the state welfare compensation board subject to federal require-

ments. A recent law requires a bachelor degree for social workers both for entrance and for promotion.

The major expenditures for relief are made under the federally assisted programs—AFDC, Old Age Assistance, and Disability Assistance. Regulations governing the programs are established by the state. Cost-sharing is borne by state and federal programs.

The department has maintained no institutions since the closing of the City Infirmary on December 31, 1965. The former inmates are cared for in the various rest homes in the county.

When private hospitals, nursing homes, and foster homes are used, the department pays at predetermined rates. State institutions used are the youth service board and the Westfield and Northampton State Hospitals. If the patient is legally committed, the state assumes the cost; otherwise it is carried by the city.

The veterans' service department, a city agency that provides payment to needy veterans subsidized by the city and state, is active in Pittsfield. Entirely independent, with its executive, the agent, appointed by the mayor (the present agent has tenure), its main concern is with military records and admissions to veterans' hospitals.

Another state agency operating in Pittsfield is the state division of child guardianship, which provides care for abandoned, destitute, dependent, and neglected children. Finding and supervising foster homes is a major problem.

The hospitals and physicians cooperate in reporting cases of neglected children. The Society for Prevention of Cruelty to Children cooperates when court action is involved. If the children are placed in foster homes, the expense is usually handled by the state division of child guardianship, which pays $12 to $13 per week, plus a clothing allowance. The division locates and supervises the foster home.

The department makes every effort to keep children in their own homes, possibly with the assistance of relatives. When the department places a child for short-term care, payment is usually $22 to $24 a week.

The school attendance officer helps with the records of children under AFDC. A twice-yearly check is made of children's progress, the parents' attitudes, and any information the school may have which would be helpful in dealing with the family.

A department representative has for many years attended the daily sessions of the district court. The aim is to help the offender, not to punish; to find the best solution to the problem. A large amount of support money, about $75,000 a year, is collected through the court.

The care of the needy blind person is a state program. The totally disabled person is provided for under disability and medical assistance programs. The state provides a rehabilitation program.

At present the city government, the welfare department, and the department of agriculture are involved in formulating plans for a food stamp program, with the hope that such a program can be instituted.

There has been no joint planning of public and private welfare programs. The social service index provides an exchange of information, although it is not used by all agencies.

The Urban Coalition was formed as a response to the Martin Luther King assassination. The black community and the various Office of Economic Opportunity groups formed in the city are now meeting together with concerned citizens and businesses through the Urban Coalition. It is hoped that strides forward may be made in employment, education, housing, and fuller citizenship for all segments of Pittsfield society.

Anti-Poverty in Pittsfield

The first official anti-poverty agency in Berkshire County, Action for Opportunity (AFO), was established in Pittsfield by Mayor Dillon in 1965 to help solve the problems of the approximately 15 percent of the city's population living in poverty. Later, because the Office of Economic Opportunity (OEO) required it, a county organization, the Berkshire County Action Council (BCAC), was set up to coordinate the activities of all the local anti-poverty groups in the county.

AFO, whose offices are presently located at 156 Dewey Avenue, is administered by an executive director and a staff of ten. They carry out programs and policies promulgated by a board of directors of 40 members, of whom one-third are elected by the disadvantaged community, one-third represent the official community, and one-third are representatives of the broader city community.

Under the direction of AFO and funded by the Urban Coalition through BCAC are three neighborhood centers located in the poverty sectors of the city: Organization for Community Action (OCA) on Dewey avenue, HOPE on Tyler Street, and North End Workers (NEW) on Wahconah Street. Each of these centers is directed by neighborhood aides who assist residents in solving their problems by bringing community services to the poor in their own neighborhoods. The centers also are involved in activities for the department of welfare and the state employment office.

A highly successful program initiated by AFO, but now under the supervision of BCAC, is Head Start. It has a director, three parent coordinators, three parent aides, six teacher aides, and six teachers and serves 108 children between the ages of four and five in six classes located in churches throughout the city. In Pittsfield, as indeed throughout the nation, the Head Start project was instituted to combat the effects of poverty on children through early education with the attendant involvement of their parents.

Another major anti-poverty activity in the city is the Berkshire Tutorial project which originated with volunteer students in Berkshire Community College and two of their teachers with the support of NAACP and AFO. AFO assumed responsibility for the project in 1968, with funds for a director, a small staff, and other expenses being raised from the community by the Urban Coalition. About 126 elementary school children and 20 high school students are now being tutored by almost as many volunteers.

Upward Bound, a program to develop the college potential of disadvantaged youth, a Summer Youth Employment Program, the Neighborhood Youth Corps, and babysitting corps are among other efforts in the area designed to aid young people.

The Berkshire Legal Services, a county organization funded by OEO to provide free legal aid to the poor, has been recently activated and has offices on Dewey Avenue.

In accordance with the stated role of AFO as "That of a catalyst and a source of technical assistance to the community and the low income population in developing their own strength and resources," that agency has been engaged in assistance to the Urban Coalition, running budget classes, cooperating with various community agencies and service organizations, as well as exploring the possibilities of new approaches through such projects as youth centers, day care centers, and delinquency prevention programs.

XI. Housing and Urban Renewal

Public Housing

The Pittsfield Housing Authority was established in June, 1945, under the General Laws of the Commonwealth of Massachusetts. A separate corporate entity, not a department of the city, it has jurisdiction only within the city limits. Its offices are located at 7 North Street and at Wilson Park.

The PHA is composed of five members, four of whom are appointed by the mayor and the fifth by the governor. They serve for five-year terms on a staggered basis, one being appointed each year. The chairman is selected by the members.

An executive director is appointed on an annual basis by the five members of the Authority. It is his responsibility to supervise the work of the 14 employees and to administer the various projects, under the guidance of PHA. His salary is paid by both the state and federal governments, prorated on a program basis depending on whether projects are state or federal. The salary stays constant regardless of how many projects are involved. An assistant director, responsible for the engineering work in the projects, is appointed by the Authority.

The PHA administers both housing programs and urban renewal programs. Once approval for a federal renewal project has been granted, federal regulations require that the Authority thus set up must retain responsibility until the particular urban renewal project is completed, unless the Authority itself relinquishes control. The mayor, in January, 1966, appointed a five-member Pittsfield Redevelopment Authority to take over urban renewal responsibilities. The city council unanimously confirmed the appointments and later voted in favor of a resolution calling for the PHA to relinquish control of the Jubilee urban renewal project to the newly created Pittsfield Redevelopment Authority. Transfer of responsibilities has not taken place.

The PHA is responsible for the planning, application for funds, construction, and administration of local public housing. In this work it necessarily cooperates and coordinates its activities with various city departments, private builders, and the real estate board. Housing plans of the Authority must be submitted for approval first to the planning board, then to the mayor, the city council, the state, and finally the federal government. Public housing projects are planned both for general occupancy and for the elderly; eligibility is based solely on amount of income. The following units now exist in Pittsfield or are in the planning stages:

State aided:

Wilson Park: 126 units; 2, 3 bedrooms; general occupancy; 1948

Wahconah Heights: 68 units; elderly; 1961

Francis Plaza: 40 units; elderly; 1961

Rose Manor: 100 units; elderly; 500 applications; under construction.

Federally aided:

General: 55 units: leased by PHA and rented to families on a rent supplement basis.

40 units: 100 apartment units to be built by private construction in the Jubilee renewal area; 40 of these to be rented on a rent supplement basis; project still awaiting first approval.

50 units: calls for purchase of houses already in existence in various parts of the city to be leased in turn to families; allows also for new construction; not active yet.

Elderly: 100 units:to be built in Columbus urban renewal project.

Since 1960 some 757 existing housing units have been condemned or abolished by the PHA. The Authority has set up a relocation office with staff to assist persons displaced by urban renewal. Families are aided with advice and counsel in locating new homes as well as with monetary assistance for moving and other expenses.

The efforts of the PHA to upgrade the standards of housing in the city are being implemented by other groups. Micah Corporation of Berkshire County, a limited-dividend corporation which sells shares at $100 each, was initiated by the Area Council of Churches in 1967. Purchases of homes and renovation where needed are made, and these units are then made available for rent or purchase by low-income families.

Urban Renewal

Urban renewal is a term used to describe the diversified efforts by localities, with the assistance of the federal government, to eliminate and prevent slums and blight—residential and nonresidential—and to remove the responsible factors. This is a local program, locally conceived, planned, and executed. Any plans made for community improvement must be certified by the secretary of Housing and Urban Development in order to qualify as a workable program and thus be eligible for federal assistance.

One of the requirements of the federal program is a code enforcement program. Therefore, a code enforcement commission was appointed. It is charged with setting up a five-year program, financially assisted by the Federal Housing Act of 1965, that will concentrate on those sections of the city containing a large percentage of code violations. The objectives are to plan a schedule for bringing all properties into code compliance; to see that an adequate number of trained inspectors are hired; to establish an effective notice, permit, and records system; and to implement administrative and legal procedures for the prompt and equitable handling of noncompliance and appeal cases. Currently, off-duty firemen have been trained as inspectors, and they are carrying out the code enforcement program. Other requirements the city has to meet in order to be re-certified under the workable program are updating the zoning ordinance, master plan, plumbing, electrical, and building codes, and the completion of a community renewal program.

There are at this time two urban renewal projects—the Jubilee and the Columbus projects. Jubilee covers an area of 61 acres on the west side of the city. The project involves the clearance and redevelopment of substantially

all of this area for the purpose of stabilizing and supporting the city's central business district (North Street), removing blight, improving traffic flow, increasing parking, and strengthening the tax base. Some 118 families, 70 businesses, and about 83 nontransient roomers were originally in the area affected. The area's character was mixed residential and commercial, with a scattering of light industry and some heavy commercial use.

The planned re-use will include retail stores and the Berkshire Common, a motel and business office complex partially on land adjacent to urban renewal. The most westerly area will be re-used for general commercial uses, except for its farthest extremity, which has been designated for public and private housing. Twenty-five acres of Jubilee are committed for public parking, streets, parks, neighborhood commercial establishments, public housing, and river relocation. Improved traffic conditions should result due to the widening and relocation of various streets. Because of the increase in real estate taxes resulting from the redevelopment of the area, it is anticipated that the city's financial investment in Jubilee will be returned within four years. The state has twenty years in which to reimburse the city for its share of the cost.

Columbus urban renewal covers an area of twenty-five acres located immediately west of North Street and immediately north of Jubilee. As in the case of Jubilee, this is a project of clearance and redevelopment of substantially all of the area involved for the purpose of complementing the traffic system started in Jubilee, providing public housing, and developing a shopping center. Affected by relocation will be 53 families, 16 individual householders, 15 nontransient roomers, 25 businesses, and two institutions. A railroad siding of about 9.5 acres will be acquired so that the new street system may be connected with the system to be built in the Jubilee area. Also planned is the building of 100 units of housing for the elderly and the expansion of the municipal parking lots behind the North Street businesses.

A third renewal site has been suggested to the Pittsfield Redevelopment Authority, but they have expressed the opinion that it would be prudent to wait until some idea of the real worth of such a project could be proved or disproved by the Jubilee project.

XII. Planning and Zoning

Planning and zoning for Pittsfield is the responsibility of the planning board, a five-member commission appointed by the mayor for five-year staggered terms. The board in turn hires a professional planner and such other personnel as are deemed necessary. Salaries for professional personnel are approved by the city council.

Pittsfield, by admission of its own planning board, does not have an adequate staff to carry out the functions of the planning board. It is responsible for zoning ordinances, master plan revision, capital outlay program, community renewal program, operational soil survey, amendments to subdivision control ordinances, population, housing, and other similar basic data, and an automatic data processing study. In addition it has requests from other city departments for assistance in planning. Currently the major tasks are updating the master plan, revision of the zoning ordinance, and completing the community renewal program.

The master plan was completed in 1962 and requires updating and revision. It must be updated and accompanied by a revised zoning ordinance and map by October 1, 1969, if aid from federal sources is to be continued in Pittsfield.

The zoning ordinance must be discussed at a public hearing, then sent to the city council for approval or rejection. Zoning ordinances control the height and size of buildings, lot size requirements, types of buildings, and use of land. The regulations vary from district to district.

Pittsfield has 8 types of residential districts, 4 types of commercial districts, and 2 types of industrial districts. It has a subdivision control law in conformity with state standards. It is planned that the subdivision regulations adopted by the planning board will be revised to include more modern standards for street construction as well as to provide for a more realistic execution of the work related to land development.

For urban renewal areas, the planning board has the authority to approve the general plan of development to see that it complies with the master plan. All streets within an urban renewal area, when laid out, altered, relocated, or discontinued, are, under state law, subject to a review and report by the planning board to the city council before any action is taken. At the completion of an urban renewal project the city will take title to streets, etc., and the various parcels of land will return to the tax rolls.

Pittsfield is a member of the Berkshire County Regional Planning Commission and is actively engaged in working with this commission with one

member of the planning board, as well as the planning director, being members of the regional agency. In its present planning the planning board is coordinating its efforts with the region by anticipating the development of the entire Berkshire County area. When a regional plan is developed, the city of Pittsfield will be properly related to the goals and objectives of such a program.

XIII. Parks and Recreation

Pittsfield has a relatively large department of parks and recreation.

A board of park commissioners, consisting of five unpaid members, is appointed by the mayor with the approval of the city council for staggered five-year terms. It has the responsibility for managing the public park lands and recreational facilities of the city. The commissioners meet on the first and third Monday of each month except during June, July, and August.

The day-to-day business is carried out by the superintendent who is directly responsible to the commission. He must have a master's degree in recreation or related fields, as well as five years of experience. A civil service examination is conducted for this position. A residence is supplied for him at Springside House, the park headquarters, as he also serves as caretaker for the grounds and building.

The staff consists of the director of recreation, 2 recreation supervisors, 1 recreation leader, 2 clerk-stenographers, the park foreman who is head of the maintenance department, and a maximum of 19 full-time men in the maintenance division. A summer seasonal staff augments the regular staff.

The major park is Springside, consisting of 231 acres and Springside House, the park department headquarters. Kelton B. Miller donated the original 10-acre tract in 1910, and the additional acres have been acquired either as donations from his descendants or as purchases by the city. A master plan for the development of Springside Park has been prepared and it is gradually being implemented. An arboretum and a golf course are proposed. The park now has public gardens, a children's zoo, and an astronomical observatory. Ski instruction is given here in winter, and ice skating is provided on one of the lakes.

There are 10 parks within the city limits, totaling some 588 acres. They are: Burbank, 133 acres; Clapp, 33 acres; Coolidge, 50 acres; Crane Memorial, 1 acre; Osceola, 10 acres; Pontoosuc, 17 acres; South Street Memorial, 2 acres; Springside, 231 acres; Wahconah, 107 acres; and West Memorial, 4 acres. The department also maintains the 6 acres of parkways and traffic islands in the city streets.

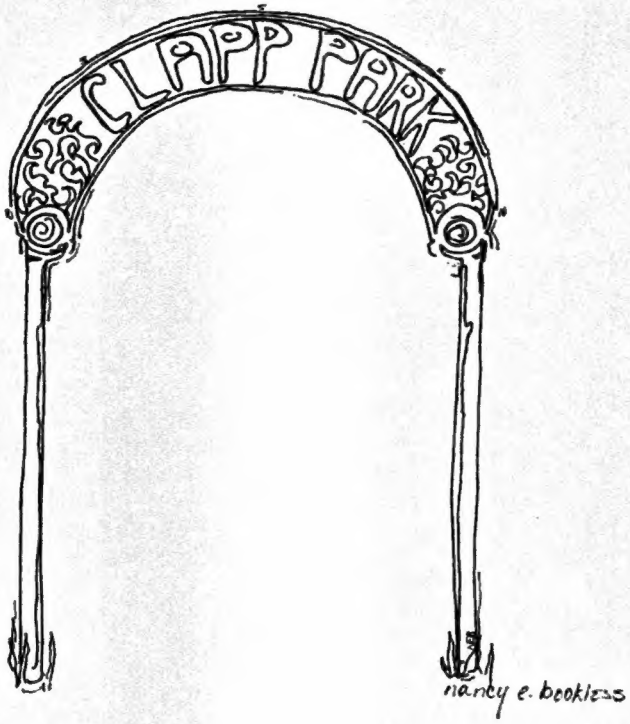
Pittsfield has 21 summer playgrounds and a special playground for retarded children. The bathing beaches at Pontoosuc and Onota Lakes, the picnic facilities at these lakes, the boat ramp at Onota and Pontoosuc Lakes, the Thomas Island ice skating rink, and the tennis courts at Camp Merrill and the junior high schools are maintained by this department during the summer months.

The department of parks and recreation sponsors a year-round recreational program for all ages. Many of the planned events and programs are

made possible by the cooperation of civic organizations, local businesses, and individual volunteers. Last year 200 people volunteered for varying lengths of time. The Golden Age Club was started in 1949, under the joint auspices of this department and the College Club. The Senior Citizens' Center was instituted and run by the department for three years and is now co-sponsored with the Council for the Aging. Programs of both organizations are open to persons over sixty. The annual Easter Egg Hunt is conducted by the parks and recreation department in cooperation with the Pittsfield Exchange Club. The superintendent and the director of recreation serve on the Little League board of directors. The Pittsfield Babe Ruth Baseball League is sponsored by this department, as are the Flea and Midget Leagues which accommodate many boys not selected for Little League. Tennis clinics are conducted in cooperation with the Pittsfield Tennis Club.

Swimming and life-saving lessons are given at the beaches and a swim team is selected and trained. A football program for boys 9 to 13 is conducted each year. The annual Halloween celebration includes a parade on North Street. Ski instruction for both children and adults is sponsored by the department, using Springside Park and a local commercial area. The department handles necessary arrangements for the annual Christmas carol sing held at Park Square in conjunction with the lighting of the community Christmas tree, which is selected, hauled, and erected by the department's maintenance staff.

The Winter Carnival, co-sponsored by the parks department and the Pittsfield winter sports committee, runs from December through March, and includes a winter sports equipment sale, queen contest, ice fishing derby, speed



skating championships, city ski meet, ice trials for sports cars, and a ball. The North American Outdoor Speed Skating Championships have been held here twice, and Pittsfield hosted the U. S. Open Speed Skating Championships in 1964. The Carnival encourages winter sports activity, and proceeds are used to send skiers and skaters to championship events and for special department projects.

All operational funds for park programs are derived from taxes. Pittsfield spends approximately $5 a year per capita on this department. The national average for this type of expenditure is $8 per capita.

Additional recreation programs in the city are carried on in the Catholic Youth Center, Boys' Club, Jewish Community Center, Girls Club, and Christian Center. Several day camps are maintained during the summer by these groups. Camp Witawentin is an overnight camp for girls, and the Boys' Club maintains a similar overnight facility for boys. Boy Scouts, Girl Scouts, and Camp Fire Girls have complete programs also. The YMCA has provided a new family recreation center, Ponterrill, which includes swimming pools, tennis courts, archery, a baseball diamond, and a picnic area.

Pittsfield has a fine recreation program at all levels.

The Citizen's Role in Pittsfield Affairs

Pittsfield, like many New England communities, has a high percentage of citizen involvement in government through unpaid commissions and boards. It is a tribute to New England interest in self-government that this exists today. In the city report no less than 30 such groups are listed. All call for meetings and time spent on city affairs. Some are more active than others, but all attest to a high degree of involvement by citizens in government.